

Policy Committee Meeting
Tuesday, November 19, 2019 || 4:00 PM
MacArthur High School || Main Office Conference Room

Members Present: Todd Covault; Superintendent Paul Fregeau; Beth Creighton; and Andrew Taylor

Members Absent: None

The meeting was called to order at 2:00 PM. There was no public participation. The minutes from the October 1, 2019 meeting were approved by consensus.

October 2019 PRESS Release

- PRESS release has 58 policies with recommended updates
 - Some updates are footnote only
- Plan of action: Separate the policies in three (3) groups
 - Group 1 – Policies with minor changes; likely could be approved in a first read on consent agenda
 - Group 2 – Policies from Sections 2 (School Board), 4 (Operations), and 5 (Personnel)
 - Policies will probably be taken to the Board as a first read in December and approval in January
 - Group 1 and Group 2 will be discussed at committee meeting today
 - Group 3 – Policies from Section 6 (Instruction), 7 (Operations), and 5 (Personnel)
 - First reading in January

Discussion of Group #1 Policies

Unless otherwise noted, the following policies will be presented on the consent agenda in December:

- 2:70 – *School Board – Vacancies on the School Board – Filling Vacancies*
 - Law changed to provide 60 days instead of 45 for filling a member vacancy
- 2:220 – *School Board – School Board Meeting Procedure*
 - Question footnote #3 – Does what we do now qualify?
 - Review with Counsel
 - Question – footnote #31
 - Review with Counsel
- 2:250 – *School Board – Access to District Public Records*
 - PRESS recommends Superintendent as FOIA officer. District recognizes Board Secretary as FOIA Officer.
 - No changes – will not appear on consent agenda
- 3:50 – *General School Administration – Administration Personnel Other Than the Superintendent*
 - No changes being made – will not appear on consent agenda
- 4:40 – *Operational Services – Incurring Debt*
 - No changes being made – will not appear on consent agenda
- 5:100 – *General Personnel – Staff Development Program*
 - Question about 5 (b) footnote
 - Human Resources Department reviewing
- 5:125 – *General Personnel – Personal Technology and Social Media; Usage and Conduct*
- 5:200 – *General Personnel – Terms and Conditions of Employment and Dismissal*
- 5:220 – *General Personnel – Substitute Teachers*
- 5:250 – *General Personnel – Leaves of Absence*
- 5:285 – *General Personnel – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*

- 6:20 – *Instruction – School Year Calendar and Day*
- 7:180 – *Students – Preventing Bullying, Intimidation, and Harassment*
 - Updates:
 - Nondiscrimination Coordinator – change Lawrence Trimble to Deanne Hillman
 - Complaint Manager – Change Bobbi Williams to Jeff Dase
- 7:200 – *Students – Suspension Procedures*
- 7:290 – *Students – Suicide and Depression Awareness and Prevention*
- 7:340 – *Students – Student Records*

Discussion of Group 2 Policies

Unless otherwise noted, the following policies will be presented as a first time reading in December:

- 2:20 – *School Board – Powers and Duties of the School Board; Indemnification*
- 2:100 – *School Board – Board Member Conflict of Interest*
- 2:105 – *School Board – Ethics and Gift Ban*
 - Policy speaks to Board members to having to take specific training
- 2:110 – *School Board – Qualifications, Terms, and Duties of Board Officers*
 - Share update to #11 with Board President
- 2:200 – *School Board – Types of Board of Education Meetings*
- 2:260 – *School Board – Uniform Grievance Procedure*
 - Update Complaint Managers to be consistent with other policies
- 4:15 – *Operational Services – Identity Protection*
- 4:30 – *Operational Services – Revenue and Investments*
- 4:60 – *Operational Services – Purchases and Contracts*
 - Purchasing Director needs to be updated to Purchasing Coordinator
 - 8 (b)
 - Suggestion to remove “new”
 - Policy okay for first read
- 4:80 – *Operational Services – Accounting and Audits*
 - Updates recommended:
 - Capitalization Threshold – recommended to keep at \$2,500
 - Remove Language – Workers Compensation Reserves
 - Add Grade 7 – 8 petty cash = \$3,500
- 4:150 – *Operational Services – Facility Management and Building Programs*
 - Review with Buildings and Grounds
- 4:190 – *Operational Services – Targeted School Violence Prevention Programs*
 - Hold on implementation of this *optional* policy at this time
 - Procedure needs to be implemented by December 6, 2019
 - District currently has procedures in place
 - Review with Counsel
- 5:10 – *General Personnel – Equal Employment Opportunity and Minority Recruitment*
 - Update Nondiscrimination Coordinator section to be consistent with other policies
 - Move policy to December consent agenda
- 5:20 – *General Personnel – Workplace Harassment Prohibited*
 - Update Nondiscrimination Coordinator section to be consistent with other policies
- 5:30 – *General Personnel – Hiring Process and Criteria*

- 5:50 – *General Personnel – Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*
 - Policy needs full Board discussion
 - Share policy along with policy 5:52 with Board in Weekly Update
- 5:90 – *General Personnel – Abuse and Neglected Child Reporting*
 - Substantial change to time line from footnote #2 under ANCRA and Erin’s law
- 5:120 – *General Personnel – Employee Ethics; Conduct; and Conflict of Interest*
- 5:260 – *General Personnel – Student Teachers*
- 5:290 – *General Personnel – Employment Termination and Suspensions*
- 5:330 – *General Personnel – Sick Days, Vacation, Holidays, and Leaves*

Discussion – Policy 8:30 – Community Relations – Visitors to and Conduct on School Property

- Questions regarding a parent appealing to the Board
 - Consideration between Board Hearing or Hearing Officer
- Obtain additional guidance from counsel

Other Discussion

- Discussion regarding reoccurring rentals
- Discussion regarding Certificates of Insurance for rentals
- Discussion about students arriving to school late and being charged for half day absence

Meeting adjourned at 3:45PM